



DEPARTMENT OF THE NAVY

NAVAL HOSPITAL

BOX 788250

MARINE CORPS AIR GROUND COMBAT CENTER
TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:

NAVHOSP29PALMSINST 10110.1B

Code 0111

19 August 1998

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 10110.1B

From: Commanding Officer

Subj: MEDICAL FOOD SERVICE PROGRAM

Ref: (a) NAVMEDCOMINST 10110.2 Series
(b) ADA Manual of Clinical Dietetics, Current Edition
(c) NAVHOSP29PALMSINST 6220.10 Series
(d) NAVMILPERSMAN 14791B, Article 2640110
(e) DoD Military Pay and Entitlement Manual, Part 3, Para 30101
(f) CCO P4400.2 Series
(g) NAVSUP P-486
(h) NAVMED P-5010-1
(i) JCAHO Accreditation Manual for Hospitals, Current Edition
(j) NAVMED P-5020, Chapter II, Part 4 (Reimbursable)
(k) Under Secretary of Defense Memo of 09Sep96

Encl: (1) Categories of Personnel Authorized Dining Facility Privileges and Meal Rate Policy
(2) Commuted Rations Policy

1. Purpose. To establish a comprehensive Medical Food Service Program in accordance with reference (a).

2. Cancellation NAVHOSP29PALMSINST 10110.1A.

3. Background

a. Function. The Nutrition Management Department (NMD) coordinates the Medical Food Service Program, providing nutritional care to patients and subsistence to authorized persons.

b. Organization. The NMD consists of the Administrative Dietetics Division and the Clinical Nutrition Division.

(1) The Administrative Dietetics Division conducts and coordinates functions for food production and service of meals to inpatients and dining room patrons; plans menus; and oversees programs for security, safety, sanitation, food conservation and equipment maintenance.

(2) The Clinical Nutrition Division provides technical support for the preparation and service of all inpatient meals, including modified diets and nourishment's, oversees inpatient menu processing, and provides dietary assessment.

4. Policy

a. Patient Tray Service

(1) Responsibility

(a) The Head, Clinical Nutrition Division is responsible for assuring that all inpatient meals are properly plated, heated and served, and that supplementary nourishment's are delivered to ward pantries as ordered.

(b) Attending health care providers will review the adequacy and quality of meal service provided to patients in their care.

(c) At time of meal service, nursing personnel are responsible for preparing patients for meals.

(2) Diet Orders. Ward nursing personnel are responsible for transcribing onto diet rosters before each meal service all diet orders including: changes, isolation requirements, discharges, transfers to other rooms or wards, holds, and the names of those patients subsisting-out. Diet rosters will be picked up by food service personnel before each meal service. Notification of diet cancellations must be made to the NMD as soon as possible to prevent waste.

(3) Menus. All regular and therapeutic menus are based on the ADA Manual of Clinical Dietetics, reference (b). All patients should be provided the opportunity to choose foods from the select menu. NMD personnel and/or nursing personnel will assist patients with menu selection when necessary.

(4) Isolation Tray Procedures. Food will be served and the menu will be handled following proper isolation techniques as outlined in reference (c) and in the Nutrition Management Department Infection Control Policy. All items used to serve food and beverages shall be disposable.

(5) Meal Delivery and Retrieval.

(a) Patient tray service will normally be provided on the schedule outlined below:

Breakfast:	between:	0700 - 0730
Lunch:		1130 - 1200
Dinner:		1630 - 1700

(b) NMD personnel will deliver patient food carts to patient care areas.

(c) NMD personnel will deliver trays to patients with the assistance of Nursing Services personnel as needed. For patients who are sleeping or out of their rooms, NMD personnel will bring the trays to the nursing station. The nursing staff will be responsible for the disposition of these trays.

(d) Nursing Services personnel will replace soiled trays in the food cart after removing all disposable items from the trays. Food Carts will be retrieved and returned to the Galley by NMD personnel for unloading and sanitizing following the schedule below:

Breakfast:	0830
Lunch:	1330
Dinner:	1745

(6) Late Trays

(a) Late trays are those meals needed for inpatients at times other than the normal meal service.

(b) Frozen dinners, cold food items, and miscellaneous foods (juices, milk, cereal, peanut butter, saltines, etc.) will be routinely stocked in ward nourishment pantries for patients needing meals when the galley is closed. The use of frozen dinners must be documented on the sheet attached to the freezer door.

(c) It is the responsibility of NMD staff to prepare and distribute late trays during hours when food service personnel are on-board.

(d) Meals and miscellaneous foods will be provided to patients in the Emergency Room on an as-needed basis only.

(7) Between Meal Feedings

(a) Between meal feedings will be assembled by the NMD and distributed daily to ward nourishment pantries. Patient snacks, e.g. diabetic nourishment's, will be put into paper bags and stored in the refrigerator. Labels will include patient's name, room and bed number, and time and date of preparation. Prepared foods will be discarded if not consumed within 36 hours.

(b) The nursing staff will distribute these feedings to patients at the appropriate times.

(8) Nutritional Supplements and Tube Feedings

(a) Nutritional supplements and tube feedings will be ordered daily by nursing personnel and the orders will be filled by NMD staff.

(b) Orders for individual patient nourishment's are to be written next to the patient's name on the diet roster with the type of supplement, strength and/or total volume per 24 hours.

(c) Supplements requiring preparation will be prepared by NMD personnel. Supplements will be properly labeled with patient's name, room and bed number, supplement name, strength, infusion rate, date of preparation, and date of discard.

(9) Parenteral Nutrition Support. The role of the Clinical Dietitian includes:

(a) Serving as a consultant to the medical staff.

(b) Conducting nutritional assessments and developing nutritional care plans.

(c) Monitoring daily nutrient intake and making recommendations to improve nutritional care.

(10) Nourishment Pantry Food and Beverages. All food and beverages provided by NMD in the ward pantries and refrigerators are strictly for inpatient consumption. It is the responsibility of Nursing Services personnel to clean and sanitize the ward pantries and refrigerators. Refrigerator temperatures must be monitored and logged twice daily.

b. Dining Room Operations

(1) Hours of Service. The following hours of operation are applicable:

Weekdays:		Weekends and Holidays:
Breakfast:	0615-0745	Breakfast: 0700-0800
Lunch:	1100-1300	Lunch: 1100-1230
Dinner:	1600-1730	Dinner: 1600-1700

(2) Authorized Patrons. The NMD is established for the primary support of patients and staff attached to Naval Hospital Twentynine Palms. Entitlement to Subsistence-in-Kind (SIK) or authorization to purchase meals for cash is required by all persons in order to eat in the hospital dining room. Upon entrance to the dining room, all patrons are required to either present a meal pass along with a U.S. Armed Forces Identification Card and sign the SIK log, or sign in on the cash customer sheet and pay the cashier for the meal purchased. Categories of authorized patrons and meal rates are listed in enclosure (1).

(3) Categories of Persons Entitled to SIK. The following are entitled to subsist, at no charge:

(a) Enlisted staff members, attached for duty or for training to the hospital, provided they are not receiving commuted rations, leave rations, or are absent on Temporary Additional Duty (TAD).

(b) Other non-attached enlisted personnel under special circumstances, e.g., outpatients, blood donors, off station ambulance crews, visiting athletic teams, etc. Those whose entitlement to SIK has been canceled must pay cash at the prescribed meal rate.

(4) Personnel Subsisting on a Cash Basis

(a) All officers of the Armed Forces attached for duty, temporary duty, training, or present on Official Government Business.

(b) All enlisted members of the Armed Forces attached for duty, temporary duty, training or present on Official Government Business who are receiving a basic allowance for subsistence.

(c) American Red Cross field representation and volunteers assigned to the Naval Hospital.

(d) Civilian employees of the hospital.

(e) Guests as defined in enclosure (1).

(5) References (d) and (e) set policy guidelines for issuing Commuted Rations (COMRATS) to enlisted staff. the Personnel Support Detachment (PSD) shall process requests for COMRATS. Enclosure (2) is the Command COMRATS policy.

(6) Patron Identification: Personnel subsisting in the dining room shall be required to show the NMD Master-at-Arms (MAA) a meal pass and U.S. Armed Forces Identification Card, if authorized subsistence-in-kind, or a hospital wristband, if an inpatient.

(7) The Uniform of the Day or appropriate civilian attire, as prescribed in the hospital dress code, shall be worn by personnel subsisting in the dining room.

5. Special Needs

a. Night meals will be provided on request to staff personnel working between the hours of 2100 and 0700. To obtain night meals, personnel should order and pay for the meal at the Mess Cashier before 1300 daily. Meals will be delivered to the member's work space and placed in the refrigerator by 1800. Night meals will be disposed of if not picked up by 0800 the following day.

b. Upon written authorization of the Commanding Officer or Head, NMD, subsistence may be furnished for picnics or other forms of recreation, provided it does not interfere with the ability of the NMD to meet its basic mission. Requests for subsistence support will be signed by the Department Head or Division Officer requesting such support, and the responsibility will rest on the requestor to ensure that only authorized patrons are served. Payment for this support shall be made to the collection agent for the amount billed by NMD. All requests must be submitted five working days in advance of the event date. A copy of the paid receipt will be delivered to the financial technician in the NMD prior to the event.

6. Intra-Hospital Support

a. Officer of the Day shall:

(1) Inspect meals served in the dining room and to patients for quality and quantity. Discrepancies shall be brought promptly to the attention of the Head, NMD or the senior NMD supervisor on duty.

(2) Accept meal passes surrendered by SIK personnel departing on leave or TAD. Passes will be held for reissue by the OOD upon the members return.

b. Head, Patient Administration Department shall: Be responsible for the inpatient identification system of inpatient wrist bands (removable only by cutting).

c. Head, Fiscal Department shall:

(1) Establish and administer procedures for the cash sale of meals to authorized patrons.

(2) Provide, prior to the tenth day of each month, a monthly report of occupied bed-days by uniformed service beneficiary category.

d. Reference (f) designates the Naval Hospital, Twentynine Palms as an authorized customer of the Marine Corps Air Ground Combat Center (MCAGCC) Direct Support Stock Control (DSSC). The NMD has converted to prime vendor for subsistence support and no longer requires subsistence support from the Combat Center DSSC. However, the Combat Center DSSC continues to provides non-subsistence support by providing consumable items, cleaning supplies, etc. to the hospital galley. The Head, NMD is responsible for the proper and efficient management of all subsistence items undergoing preparation or awaiting service; for initiating requests for procurement of subsistence items required for the Medical Food Service Program; and for providing technical assistance and advice, as required, in subsistence support functions.

e. The Personnel Support Detachment shall:

(1) Issue and control Meal Passes following instructions contained in reference (g).

(2) Issue a Meal Pass, NAVSUP 1105, to enlisted staff who are entitled to consume meals at government expense.

(3) Furnish to the Head, NMD, a monthly list of all lost and/or stolen meal passes.

(4) Process requests for COMRATS.

f. Head, Nutrition Management Department shall:

(1) Organize and carry out the Medical Food Service Program functions prescribed in reference (a).

(2) Establish policies and procedures as necessary for the security of NMD storerooms, refrigerators, freezers, and ward nourishment areas.

(3) Establish sanitation and safety policies and procedures in accordance with reference (h).

(4) Approve all hospital menus for nutritional adequacy.

g. Inpatient Dietetic Service Responsibility. The nutritional needs of inpatients are the primary focus of the Medical Food Service Program. Diet orders must be recorded in the patient's medical record as required by reference (i). Reference (b) serves as a guide for ordering diets. Initial screening, assessment, and counseling are the minimum requirements of standard nutritional care and also are required by reference (i). The diet order sheet serves as a tool for dietitians to screen all patients not on a regular diet. When dietary modification is an integral part of treatment, the dietitian, nursing staff, and attending health care provider work together to provide quality care.

h. Medical Care Team Responsibilities

(1) Medical Officers and Other Privileged Providers:

(a) Properly use and adhere to standards for nutritional care as specified in reference (b).

(b) Order the desired diet by recording it in the Doctors Orders (SF-508) section of the patients medical record.

(c) Identify patients (via consult) who may be at high nutritional risk or who present symptoms of malnutrition.

(d) Identify patients in need of special nutritional evaluation, (e.g., requiring enteral feeding via feeding tube). Provide a Consultation Request (SF-513) to the dietitian for assistance in product selection, defining patient nutrient requirements, or patient instruction.

(2) Nursing Services Responsibilities:

(a) Confirm the written diet order by transcribing the diet order onto the diet roster, or by reporting the diet order directly to NMD. No meal will be served to a patient without a confirmed diet order.

(b) Weigh/measure patients without shoes upon admission and as needed, and record in the patients medical record.

(c) Inform the dietitian of patients with special feeding problems (e.g., partial paralysis, poor dentition, etc.).

(d) Assist patients with completing their menus if needed.

(e) Assist NMD staff with passing food trays as needed.

(f) Pick up patient food trays when patients have finished eating, remove all disposable items from trays and discard. Return the soiled trays to the food cart.

(g) Record food intake on forms provided by the dietitian when required for calorie counts.

(h) Initiate consultation request (SF-513) as needed for dietary intervention, for signature by the attending health care provider.

(i) Advise the dietitian that the attending health care provider has written a consultation request.

(3) Pharmacy. Coordinate efforts with the NMD and Nursing Services to provide policy and implementation guidance for patient food-drug interaction counseling prior to discharge.

(4) Dietitian

(a) Ensure each patient receives a preliminary nutritional screening within 24 hours of admission. This screening is conducted by the Diet Clerks in the NMD.

(b) Interview each patient on a modified diet (exclusive of clear liquid, full liquid, and NPO) within 24 hours of admission, or next working day if the admission takes place on a weekend or holiday, and conduct a nutritional assessment.

(c) Interview each patient on a regular diet whose length of stay is five days or longer and do an assessment of dietary needs.

(d) Monitor diet order sheets to identify patients on NPO or on clear liquids five or more days. Consult with the attending health care provider and enter recommendations in the medical record.

(e) When appropriate, enter information about the patient's nutritional status in the patient chart.

(f) Serve as a consultant for the medical staff, providing information on available enteral formulas and their recommended use.

(g) Educate patients and families, or caretakers, on nutrition and dietary modifications prior to discharge.

(h) Participate in committee activities concerned with nutritional care.

(i) Develop and implement quality assessment and performance improvement plans.

i. Head, Occupational Health and Preventive Medicine Department shall:

(1) Serve as technical advisor for all matters pertaining to food service sanitation.

(2) Provide for sanitation inspections as required by reference (h).

j. Outpatient Dietetic Service Responsibility

(1) The Outpatient Nutrition Clinic is the responsibility of the Clinical Dietitian. In his/her absence, the Head, NMD will assume this role.

(2) Availability. The Nutrition Clinic is staffed Monday through Friday, and the Clinical Dietitian also is available by pager.

(a) Outpatients requiring nutritional counseling must have a consult (SF-513) completed by the referring provider, and must bring their medical record to the appointment.

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(b) Outpatients are referred to the dietitian when lab values are not within normal limits, according to specified hospital parameters, and/or patient is 10 percent over or under their desirable body weight.

(3) Scheduling and Appointments. Schedules will be submitted to Central Appointments. Central Appointments schedules all initial visits. Appointments for follow-up care are made by the patient.

(4) Documentation. The initial entries, including nutritional assessment, will be made on the SF-513. Nutrition education provided will also be documented on the NH29PALMS Form 6300/12, Patient Psychosocial/Education Evaluation.

k. Health Promotion and Support of Operational Units: The following health promotion activities and support to Operating Forces will be provided and will be in accordance with the Navy/Marine Corps Health Promotion Programs (Forge the Future and Semper Fit Programs) and "Put Prevention into Practice" program, and will be provided as requested.

(1) Classes on the basics of healthy eating.

(2) Nutrition education programs for professional staff training and Hospital Corps Inservice Training.

7. Applicability. The provisions of this instruction are applicable to all personnel assigned to Naval Hospital Twentynine Palms, California.



R. S. KAYLER

Distribution:
List A

CATEGORIES OF PERSONNEL AUTHORIZED HOSPITAL DINING FACILITY
PRIVILEGES AND MEAL RATE POLICIES

Authorized Patrons

<u>Breakfast/Lunch/Dinner</u>	<u>Meal Rates*</u>
a. Inpatients with affixed hospital I.D. bracelet	No Charge
b. All Officer staff	Full Rate
c. Officers and enlisted staff personnel TAD on full per diem.	Full Rate
d. Civilian staff	Full Rate
e. Authorized guests.**	Full Rate
f. Enlisted staff personnel presenting a valid meal pass along with U.S. Armed Forces Identification Card.	No Charge
g. Spouse and family members of E1-E4	Discount Rate
h. Enlisted staff personnel on Commuted Rations	Full Rate
i. Volunteer Red Cross personnel	Full Rate
j. Members of organized nonprofit youth groups	Discount Rate
k. All others	Full Rate

* Reference (j) provides policy guidelines for meal operating rates at Naval Medical Treatment Facilities (MTFs). Per reference (k), all waivers and exemptions no longer apply. All watchstanders will pay the full rate for meals, unless conducting an official meal sampling.

** Authorized Guests are defined as:

a. Occasional guests of military personnel attached to this Command.

b. Visiting consultants/lecturers providing educational or clinical services in support of the hospital mission (department heads shall verify this category of patrons by written memorandum to the Head, Nutrition Management Department).

c. Immediate family members of inpatients on the serious/very serious list.

d. Parents of hospitalized pediatric patients and fathers of newborns.

Commuted Rations (COMRATS) Policy

1. Purpose. To set policy guidelines for authorizing and granting COMRATS for enlisted military members attached to this Command.

2. Background. References (d) and (e) establish guidelines for authorizing enlisted COMRATS (Basic Allowance for Subsistence). Authorizing COMRATS generally reduces the number of personnel eating meals in the dining room. The Commanding Officer, prior to granting COMRATS, needs to take into consideration the necessity to maintain a hospital food service program which can be operated economically with a reduced patronage.

3. Policy

a. The nutritional needs, maturity, and self-discipline of each member requesting COMRATS shall be considered prior to recommending approval or disapproval of the request. No one shall be compelled to request COMRATS solely in order to support watch schedules or duty hours. Watch schedules shall be organized to allow personnel the opportunity to eat their meals in the hospital dining room as a normal practice. All requests for COMRATS will be considered on a case-by-case basis. Members in the following categories shall be authorized COMRATS provided all other criteria are met.

(1) Senior enlisted members in pay grades E-7 and above.

(2) Those members residing off base with bona fide dependents or blood relative residents.

(3) Those members authorized to reside off base by the granting of Basic Allowance for Quarters (BAQ).

b. Enlisted personnel in pay grade E-6 and below, while living in the barracks will be issued meal passes and will not normally be authorized COMRATS.

c. COMRATS may be terminated whenever the status under which the member was originally granted COMRATS changes.

4. Action

a. Enlisted Members. Enlisted members, E-6 and below, desiring COMRATS shall submit a NAVPERS 1336/3 (Special Request/Authorization form) to the Head, Manpower Management Department via their Chain of Command.

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b. Department Heads. Department heads shall consider the criteria in paragraph 3 when recommending approval or disapproval of requests for COMRATS.

c. Head, Human Resources Department shall:

(1) Serve as the approving authority for COMRATS requests.

(2) Ensure all approved requests for COMRATS and associated paper work are forwarded to PSD for processing.

d. The Personnel Support Detachment shall process requests for COMRATS.



UNITED STATES MARINE CORPS
COMMANDING GENERAL
BOX 788100
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TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO P4400.2E
4
16 Jun 98

COMBAT CENTER ORDER P4400.2E

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR THE DIRECT SUPPORT STOCK CONTROL (SHORT
TITLE: DSSC SOP)

Ref: (a) MCO P4400.76
(b) MCO P4400.151A
(c) MCO 4400.16

Encl: (1) LOCATOR SHEET

1. Purpose. To publish instructions and procedures contained in the references concerning the Combat Center Direct Support Stock Control (DSSC)
2. Cancellation. CCO P4400.2D.
3. Information. This Manual is an information and procedural guide for authorized customers to obtain required supply support from the DSSC.
4. Action. Commanding officers, department heads, and section heads will ensure their representatives become familiar and stay current with the contents of this Manual.
5. Summary of Revisions. This revision has been reformatted and contains a substantial number of changes and must be completely reviewed.
6. Recommendations. Recommendations concerning the contents of the Standing Operating Procedure for the Direct Support Stock Control are invited. Such recommendations will be forwarded to the OIC, DSSC via the appropriate chain of command.
7. Applicability. This Manual is applicable to all commands and organizations located or training at the Combat Center.
8. Certification. Reviewed and approved this date.

J. D. LENARD
Chief of Staff

DISTRIBUTION: A-1

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR THE DIRECT SUPPORT STOCK CONTROL (SHORT
TITLE: DSSC SOP)

Location: _____
(Indicate the locations(s) of copy(ies) of the Manual)

ENCLOSURE (1)

DSSC SOP

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

DSSC SOP

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CHAPTER 1

INTRODUCTION

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DSSC SOP

CHAPTER 1

INTRODUCTION

1001. SCOPE. This Manual consists of policies, procedures, instructions, and guidance for the operation of the DSSC. It is intended as a manual for customers to use to obtain supply support.

1002. MISSION. The mission of the intermediate level base supply support function is to provide supply to all authorized customers. To accomplish this mission, the DSSC prepositions material at various retail issue points. In addition, supply support for items not stocked at the issue points can be provided to base units by the Customer Service Section upon request.

1003. SUPPORT CONCEPT. Any Combat Center unit, tenant unit, or unit aboard for training purposes may draw material from the DSSC issue points. Exceptions to this general policy include that issues to transient units must be authorized by the OIC, DSSC upon notification, the DSSC Customer Section will provide supply support to Combat Center units for material not stocked at the issue point or temporarily not in stock (NIS). The Fleet Marine Force (FMF) stationed at MCAGCC may submit open purchase requisitions to DSSC for technical research. (Instructions are located in Chapter 7.)

1004. ORGANIZATION OF THIS MANUAL. This Manual is organized to assist the customer in obtaining required support and does not necessarily reflect the internal organization of the DSSC. Each chapter represents the various sections and issue points that are involved in providing direct customer support.

1005. STOCK FUND. Material stocked material must receive at least 10 recurring demands in a twelve month period to qualify for continued stockage.

1007. ISSUE POINTS. There are two major issue points:

1. Retail Stores. (Combined Self Service and Shop Stores). The retail store stocks fast moving, low dollar value consumable supplies. The retail store issue point is authorized to stock:

(a) General housekeeping and administrative supplies.

(b) Maintenance material and repair parts for Facilities Maintenance/

(c) Lumber.

(d) Lube oil and petroleum products.

(e) Other items determined by DSSC for support of customers. Stockage of these items must meet the criteria in paragraph 1006 above.

2. Gas Station. The gas station stocks unleaded and diesel fuels.

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OPERATIONS SECTION

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CHAPTER 2

OPERATIONS SECTION

2001. RESPONSIBILITIES. The Operations Section is responsible for:

1. Accomplishing the administration function for DSSC.
2. Maintain all automated system for the DSSC update and reporting processes.
3. Insure the computer equipment within DSSC is operable condition.
4. Maintaining liaison with the Information System Support Branch to ensure proper operation of DSSC systems and to receive software to update all computers with the latest information. Provide security for all software.
5. Write programs to produce various management reports.
6. Prepare and distribute DSSC Credit Cards and Fuel Keys.

2002. DSSC CATALOGUES. The DSSC catalog is available on the Local Area Network (LAN). The catalog is in National Stock Number and alphabetical sequence. Customers desiring access to the catalog can contact the DSSC Operations Section.

2003. HAZARDOUS MATERIAL INFORMATION SYSTEM. This system is on the LAN and available for customers use. Customers will be able to produce Material Safety Data Sheets. Contact the Natural Resources and Environmental Affairs Directorate/

2004. DSSC RETAIL PURCHASES

1. Retail Store Credit cards and fuel keys will be requested by letter to the Officer in Charge, DSSC. Activities/ Units will submit their requests via their respective comptroller. The credit card/keys will be ready within three (3) working days after receipt of the request. The letter must include:

a. The units Activity Address Code/Unit Identification Code as listed in the Defense Activity Address Directory.

b. A Job Order Number (JON) (Marine Corps only). Other services will furnish a Fund Code. The fiscal year will be left blank on the credit cards so the card can be used from year to year if other changes are not required.

c. Person authorized to pick up the card/key.

d. Point of contact name and telephone number.

2. Lost credit cards/keys should be reported immediately to OIC , DSSC. Requests for replacement of these cards/keys will be in accordance with paragraph 2004.1 above. Damaged credit cards/keys will be replaced upon request. The damaged card must be presented to DSSC when the new one is made.

3. Units are responsible for the use of these cards/keys and that O&MMC funds are available to support purchases made with credit cards.

2005. O&M RECONCILIATION

1. A detailed receipt will be given to the customer for retail store purchases. No receipt for fuel will given and unit procedures must apply for tracking costs.

2. All purchases will be summarized when input into SABRS.
3. The DSSC fiscal listing will contain all detail and summary transactions and will greatly enhance reconciliation. Requests access to the DSSC Fiscal listing should be sent to DSSC Operations. With the Mainframe ID and name of person to be given access.
4. Additionally, requests for fuel detail reports can be obtained by a written request to DSSC Operations.

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CHAPTER 3

STOCK MANAGEMENT SECTION

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CHAPTER 3

STOCK MANAGEMENT SECTION

3001. RESPONSIBILITIES. The stock Management Section is responsible for inventory management and control of all items stocked the DSSC Issue Points.

3002. STOCKAGE OF NEW ITEMS (ADDITIONAL TO STOCK). New items are added to an issue point inventory upon request/recommendation of customers. Criteria set forth in reference (b) and paragraph 1006 of this manual will apply. Customers will submit a "Request for Load/Delete" form to the OIC, DSSC. A sample of this form is shown in Appendix A. The OIC, DSSC will approve/ disapprove the request and notify the customer. Requisites for stockage will not normally be approved if the material will only be used by a single customer. Request forms are available at the Retail Store/Customer Service Office.

3003. DELETION OF MATERIAL FROM STOCK. Items will be deleted from inventory when DSSC receives notification from customers the item is no longer required. Material will also be deleted from inventory if sufficient usage is not maintained.

3004. RETURN OF MATERIAL DRAWN FROM DSSC

1. Units may request that unused materiel drawn from the DSSC Issue Points be returned to stock. Acceptance of this material by material by the DSSC is based on anticipated demand and criteria set forth in the current edition of reference (b). Material to be returned must be in condition code A, unused and with the original packaging intact. Units desiring to return material to stock will submit a written request to the OIC, DSSC. The letter must include the following information:

- a. Reason for the return.
- b. A copy of the sales listing received when the item was purchased.
- c. Request letter must contain RUC and JON of the unit.

2. After required research, the letter will be endorsed indicating whether the material will be accepted for return and whether credit will be given. Units will comply with the instructions in the endorsement.

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CHAPTER 4

STORES/FISCAL SECTION

STOCK MANAGEMENT SECTION

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CHAPTER 4

STORES/FISCAL SECTION

4001. RESPONSIBILITIES. Stores/Fiscal Section is responsible for:

1. Preparation and submission of the Stock Fund budget and special funding requests to Headquarters Marine Corps.
2. Daily monitoring/auditing of obligation and receipt transactions processed by the item managers and ensuring any needed corrections are made and reflected in reports to higher headquarters.
3. Reporting issue (sales) transactions to appropriate Comptrollers and ensuring these reports are accurate.
4. Preparation and submission of reports for submission to the MCLB Albany, and Headquarters Marine Corps reflecting all DSSC financial transactions.
5. Researching and correcting the unmatched payments and receipts records received from Albany and coordinating their completion with the Comptroller and Disbursing.
6. Management of stock fund ledgers for six separate retail stock accounts, and preparation of the status of funds report.
7. Monthly reconciliation of the trial balance report and the DSSC transaction registers against MCLB Albany's Stores financial reports (General Ledgers).
8. Maintaining records of inventory values, sales, and obligations.
9. Maintaining a file on the number of items Not In Stock (NIS).
10. Management of the Material Returns Program.
11. Maintain records for the Inventory Reduction Plan.
12. Conducts reconciliation of Stock Fund allotment with the comptroller.
13. Performs financial functions for O&MMC accounting for DSSC.

4002. REQUESTS THE BILLING ADJUSTMENTS. Requests for billing adjustments will be reported to the Stores/Fiscal Section. The problem(s) will be researched and appropriate action initiated.

DSSC SOP

CHAPTER 5

DSSC RETAIL STORES

STOCK MANAGEMENT SECTION

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CHAPTER 5

DSSC RETAIL STORES

5001. RETAIL STORE PROCEDURES. The Retail Store stocks high volume, low value expendable supplies required by customers in their day-to-day operation. All items stocked are listed in the Catalogue. The Retail Store is located at building 1102 and the normal hours of operation are 0730-1430, Monday through Friday (excluding holidays). The following procedures apply to the operation of the store:

1. All customers must have a MCAGCC DSSC credit card before they can obtain assets from the Retail Store Issue Point. This credit card is the only authorization required to shop at the Retail Store.
2. Upon entering the store, customers must present a Combat Center DSSC credit card. No more than two customers per credit card will be allowed in the store. Personnel without a Combat Center DSSC credit card will be referred to the officer in charge, DSSC in building 1527.
3. DSSC personnel will assist customers in locating material and transporting bulk issues to the loading dock.
4. At the point of sale, the customers will be provided a listing of all material procured at the Retail Store.

5002. CONTROLLED FORMS. Certain forms are sensitive and special procedures apply to the issue of these items. These forms are identified as "CONTROLLED" in the DSSC catalogue.

1. Commanding Officers of U.S. Naval Hospital, 23rd Dental Company, Regiments, Battalions, Reserve Support Unit, separate tenant organizations, MCAGCC Supply Officer and the MCAGCC Personnel Officer must be on file at DSSC with a sample signature of the authorizing official before controlled forms will be issued. This letter should contain the name, rank, Social Security Number and a sample signature.
2. Customers must present a request authorizing an individual to pick the forms to ensure the individual has been authorized to received the forms.
3. DSSC personnel and the customer will count the controlled forms and verify serial numbers, if applicable, prior to the individual signing for the forms.
4. At the point of sale, the customers will be provided a listing of all material procured at the Retail Store.

5002. CONTROLLED FORMS. Certain forms are sensitive and special procedures apply to the issue of these items. These forms are identified as "CONTROLLED" in the DSSC catalogue.

1. Commanding officers of U. S. Naval Hospital, 23rd Dental Company, Regiments, Battalions, Reserve Support Unit, separate tenant organization, MCAGCC Supply Officer and the MCAGCC Personnel Officer must authorize the issue of controlled blank form or they may designate a commissioned or warrant officer this responsibility. In either case a letter must be on file at DSSC with a sample signature of the authorizing official before controlled forms will be issued. This letter should contain the name, rank, Social Security Number and a sample signature.
2. Customers must present a request authoring an individual to pick the form/s up. The request will be prepared as shown in Appendix B. Improperly prepared requests or those with pen changes will be rejected.

3. DSSC personnel will verify the request and the individual's identification card to ensure the individual has been authorized to receive the forms.

4. DSSC personnel and the customer will count the controlled forms and verify serial number, if applicable, prior to the individual signing for the forms.

5003. DSSC CATALOGUE. All items stocked in the Retail Store are listed in the DSSC Catalogue. The catalogue has two parts: alphabetical sequence and NSN sequence. The catalogue is available on the Local Area Network. Units desiring access to the catalogue should contact the DSSC Operations Section, building 1102, at extension 4475.

5004. REGISTERING USAGE. When stocked items are temporarily NIS, customers are encouraged to contact the DSSC Retail Store personnel to have the demands registered against the data base. This will increase stock levels and promote an improved inventory position in the future.

5005. CONTROLLED ITEMS. Certain highly pilferable items are maintained behind the sales counter. DSSC personnel will assist with the sale of these items.

5006. ITEMS NOT IN STOCK (NIS) OR LARGE REQUIREMENTS FOR STOCKED MATERIAL. If an item is NIS or a Center actively has large requirements for a stocked item, the activity can submit a requisition to the DSSC Customer Service Section. Marine Corps Communication-Electronics School (MCCES) and the FMF units will submit their requisitions to their normal source of supply.

5007. BOTTLED GASES. Bottled gas issues are conducted on a direct exchange basis. Customers must bring an empty cylinder of the same type and size being requested. The empty cylinder must be tagged with the unit identification and gas type. The tag should be placed near the top of the cylinder near the cap. All cylinders must have a cap. Temporary loan of cylinders will not normally be made. If a temporary loan is needed contact the OIC DSSC.

5008. SAFETY SHOES. The Retail Store stocks certain sizes of system safety boots. Requirements will normally be satisfied with system boot. Certain jobs require special shoes/boots through their normal supply channels. Commanders, Officers in requisitioned. Non-system type safety footwear will require justification. For those base activities non-stocked safety footwear will be ordered per instructions in Chapter 7 of this order. MCCES and FMF units will submit requisitions through their normal supply channels.

5009. TONER CARTRIDGES. DSSC will recycle all used toner cartridges whether it is purchased from the DSSC or not. These cartridges must be placed in the original or replacement packaging box and turned in to DSSC Retail Store. All toner cartridges which are not turned in for recycling must be turned in to the Hazardous Waste Accumulation Area (HWAA).

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CHAPTER 6

FUEL

STOCK MANAGEMENT SECTION

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CHAPTER 6

FUEL

6001. FUEL SUPPORT. The DSSC operates the Fuel Issue Point, at building 1138, for military vehicles and civilian vehicles leased by the government. The issue point provides administrative support (receiving, testing, delivering and issuing) for other bulk fuel storage sites aboard the Combat Center except for aviation fuel. These bulk fuel storage sites include those established as part of the CAX Program and other field exercises.

6002. FUEL ISSUE POINTS. The DSSC Fuel Issue Point stocks unleaded gasoline and DL-2 diesel fuel only and is a Self Service operated station. Spills resulting from fuel dispensed into vehicle/containers will be cleaned up by the vehicle operator. The issue point is open seven days a week, 24 hours a day, except for the following:

- a. Holidays closed 1 hour for each meal.
- b. With special permission the station will be closed for Thanksgiving and Christmas.

6003. FUEL ISSUE PROCEDURES

1. Credit Cards and Fuel Keys. Credit Cards and Fuel Keys will be requested per paragraph 2004.1 of this Manual. Lost and damaged credit cards and fuel keys will be reported per paragraph 2004.2 of this Manual.

2. Procedures

a. Customers must present a valid DSSC fuel key to pump their own fuel, except for bulk fuel. They will not be issued a receipt.

b. Off base Marine units that have a credit card from another DSSC, where the Reporting Unit Code and Job Order Number is imprinted, will be issued fuel. Customers without this information will be referred to DSSC Operations (Ext. 4475) during normal working hours. Any emergencies not addressed above will be handled by the Combat Center Duty Officer contacting appropriate DSSC personnel utilizing the recall roster. These customers will be referred to the Exchange gas station or to a civilian station in town. After hour issue to customers without a valid credit card as started above will not be made without prior authorization to the DSSC Duty NCO, the DSSC Storage Officer/Chief or the OIC, DSSC.

c. Any unit that is planning to send refuelers to the DSSC gas station needs to contact the Fuel Manager (Ext 6537) or Customer Service Supervisor (ex 5375) at least three work days prior to the proposed day of bulk pick up. Requests are to include the date of pick up, approximate number of gallons, approximate time of pick up as well as a point of contact and phone number.

d. Each issue of bulk fuel and off base issues will be recorded on a DSSC fuel issue ticket as shown in Appendix C. The customer must sign the issue ticket listing name, rank, unit, SSN, and phone number. The customer may record the odometer reading on the issue ticket in the block labeled "OTHERS". A copy of the completed ticket will be given to the customer at the time of issue.

e. Unleaded gasoline must be dispensed using a VAPER RECOVERY SYSTEM to prohibit ozone depleting substances from entering the atmosphere. Therefore, refuelers not equipped with this system will not have unleaded fuel dispensed to them. DSSC has authorization to fill four (4) five gallon cans per vehicle.

f. All Diesel Fuel dispensed into refuelers and pods must be bottom loaded. DSSC is authorized to fill four (4) five gallon fuel cans per vehicle. Fifty-five gallon drums cannot be filled.

g. Once fuel is dispensed into a refueler or fuel storage tank the DSSC will not accept return of the fuel.

6004. BULK FUEL SUPPORT.

1. Annual Requirements. Upon receipt of the DLA contract solicitation, the DSSC will contact activities aboard MCAGCC with bulk fuel storage capability to obtain their estimated annual requirements.
2. Delivery Requests. Requests for delivery for delivery of fuel will be submitted, in writing, to the OIC, DSSC at least three working days prior to the requested delivery date.
3. Field Fuel Support. Planning for fuel support will be in accordance with applicable orders, directives and letter of instruction. The DSSC will contract for all fuel at the Exercise Support Base. The exercise combat service support element will staff and operate the fuel point. Replenishment deliveries will be as Unit is recommended to ensure an adequate supply of fuel is available for the excluding holidays. It is suggested that storage tanks be set up and equipment operating prior to the delivery of fuel.

6005. TESTING OF FUEL. Testing of fuel will be accomplished the DSSC gas station. The following action will be taken when fuel deliveries arrive from the vendor:

1. One quart of fuel will have taken from the vendor's truck. After the below tests are completed, the sample will be retained for a period of two weeks. After this period the sample will then be poured into the appropriate tank. Tests include:

- a. API/GRAVITY
- b. Water
- c. Viscosity.
- d. Sediment
- e. Color check: must be clear.

2. A label will be placed on the bottle containing the fuel samples taken. The label will contain the following information:

- a. Type of fuel.
- b. Delivery Order number.
- c. Date and time delivery
- d. Delivery vehicle number.
- e. Name of driver.
- f. DSSC storage tank number the fuel was placed into.

3. The following will be accomplished if the fuel does not conform to the above testing requirements:

- a. The fuel will not be placed into storage tanks or delivered to other units.
- b. Notify the OIC, DSSC, (ext 536 7) and the Storage Officer/Chief (ext 7265/6317). If these points of contact are not available notify the Head, Supply Division (ext 5382).
- c. Take four gallon samples. Two will be required for testing and two will be retained for the vendor.
- d. The load of fuel will be rejected and samples sent out for testing.

6006. DELIVERY OF FUEL. After testing is completed the unit will be notified that the delivery is underway. Request the unit have personnel available to accept the government. The combat center has one and half hours free time from the time the vehicle enters the main gate until the fuel is unloaded and the vehicle departs the main gate. The government is charged for all additional time. These costs will be maintained for all fuels received. The delivery ticket will be annotated where the fuel was delivered and will be signed by a unit representative.

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CHAPTER 7

CUSTOMER SERVICE SECTION

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CHAPTER 7

CUSTOMER SERVICE SECTION

7001. RESPONSIBILITIES. The combat Service Section provides required administrative supply support for all Combat Center units less the Fleet Marine Force (see paragraph 6006) and MCCES. Requisitions for material not stocked at a DSSC issue point or not available to satisfy customer needs, will be submitted to the Customer Service Section. Requisitions for services, magazine or periodical subscriptions directly to the Purchasing and Contracting Branch.

7002. AUTHORIZATION. Customer must provide a letter of authorization to approve requisitions, as shown in APPENDIX D. (Not applicable to FMF organizations).

7003. DOCUMENT PRIORITIZATION. It is the responsibility of the customer to ensure that priorities of requisitions are in accordance with reference (a). Commanding Officers, section heads, Officers-in-Charge, and all fund administrators whose activities use the Customer Service Section should familiarize themselves with that order.

7004. REQUISITION FORMAT. Requisitions for material (system and nonsystem) will be formatted as shown in Appendix E (on local form 29p-4235,6), DSSC Customer Service Requisition document) nor applicable to the FMF), One original copy for each requisition is required. These forms are available at the DSSC Retail Store Customers may also use computer generated like form.

7005. TECHNICAL RESEARCH SERVICES. All customer requisitions will undergo a technical research screening. MCCES will provide their own technical research through their respective supply systems. DSSC will assist the MCCES in emergencies if time and reference sources are available. FMF units be provided research on open purchase documents.

7006. REQUISITION MANAGEMENT. In addition to submitting requisitions to the source of supply, the Customer Service Section will maintain records, manage all outstanding customer requisitions and provide the following services:

1. Forward all customer financial obligations to the appropriate Comptroller.
2. Submit timely follow-up documents to the supply source.
3. Process all status documents against the appropriate system files. Reconciliation will be conducted with customers as required.
4. Conduct a quarterly back order validation with all customers to ensure documents are valid and that the materiel is still required. Validation instructions will be provided with each validation listing.
5. Process all receipt transactions.

7007. RECEIVING PROCEDURES. Each customer will pick up and receipt for their material at the Incoming Freight Branch of the MCAGCC Traffic Management Branch (TMO).

7008. DISCREPANCIES IN SHIPMENT. Discrepancies in shipment will be processed by the DSSC Customer Service Section as a service to the customer. The customer will retain the material and report the discrepancy to DSSC. Disposition of the material will be furnished when received from the Source of Supply. Credit to the customer's account will be authorized in accordance with final action on the report of the discrepancy. NEITHER THE DSSC NOR THE MARINE CORPS STOCK FUND WILL BE RESPONSIBLE FOR THE COST OF DISCREPANCIES IN SHIPMENT.

7009. COMPLETION OF DOCUMENTS. The Customer Service Section will process all receipts and cancellations to complete outstanding customer documents.

7010. BILLS MATERIEL

1. Definition. A Bill of Material (BOM) is an assembly of assets that are obtained for a scheduled project or exercise. DSSC will submit requisitions, receive and stage the BOM material. BOM's will only be processed for Facilities Maintenance, the CAX's and other field training exercises conducted at Camp Wilson (i.e., Desert Firex, Gallant Eagle, etc.)

a. Facilities Maintenance BOM's. Facilities Maintenance BOM'S will be processed as follows:

(1) Format. Requirements for a BOM will be submitted on a NAVFAC 9.11014/8, Materiel Requirements/Issue Document.

(2) Leadtime and Priority. Since BOM's are established for planned requirements, a minimum of 60 days lead time will be cited for each BOM. That is the required delivery date will be at least 60 days after the date of receipt by DSSC.

(3) Administrative Action. The customer Service Section will assign each BOM a five digit BOM number for identification purposes. Each item will be forwarded to the appropriate source of supply consistent with applicable orders and directives, based upon the assigned priority. The Customer Service Section will manage all outstanding requisitions. Upon completion of a BOM facilities Maintenance will be notified to pick the assembled BOM up.

(4) Receipt of Material. DSSC will pick up and pre-stage the material. facilities Maintenance will be notified to come to the BOM storage area in building 1102 to identify the material and determine if it is the correct items. This service must be accomplished within twenty-four (24) hours.

(5) Storage Section Action. On hand DSSC material will be pulled, segregated, assembled and stored by the BOM Storage Section.

(6) Inspection of Material. The Customer will inspect all material requisitioned for a BOM upon receipt of the material by DSSC. Upon customer confirmation, the BOM Storage Section will receive and store the material.

(7) Issue to Customer.

(a) Completion of the BOM. BOM's are issued to the customer only when 100% complete. Authorization to draw an impolite BOM must be obtained from the OIC, DSSC. When an impolite BOM is issued, the DSSC will manage the remaining outstanding requisition as single line item requisitions and receipts will be issued directly to Facilities Maintenance.

(b) Inventory. When a BOM is to be issued, it will be inventoried jointly and the customer will sign for each item received.

(c) Authorization to Receipt for Material. Letters of authorization, as shown in Appendix F, must be on file at the DSSC BOM Storage Section. Individuals reciting for material must be listed on the authorization letter.

b. COMBINED ARMS/TRAINING EXERCISE (CAX) BOMS. CAX BOM's will be processed as follows:

(1) Upon notification of an exercise DSSC will forward an E-Mail message with a format BOM will be submitted in. If the organization conducting the exercise has a data based program, that program, can be used as long as it has the same information. Non-system items will be submitted with complete nomenclature and applicable part number. DO NOT USE PREASSIGNED LOCAL STOCK NUMBER FORM ANOTHER BASE.

(2) The BOM requirements must be submitted to MCAGCC DSSC sixty (60) days in advance of the required pick up date. Requirements will be for all elements of the exercise. Once requirements are submitted, changes or additional requirements will not be accepted if the time frame is less than thirty (30) days until the pick up date. Changes must be in writing and submitted to the OIC, DSSC.

(3) Food requirements will be submitted to the MCAGCC Food Service Office.

(4) Total fuel requirements will be sent the Fuel Item Manager. An Initial deliver date and quantities will be furnished and replenishment deliveries will be in accordance with Chapter 6. Fuel must be ordered in increments of 7500 gallons for Diesel and 8800 gallons of unleaded. No more two deliveries a day will be delivered.

(5) A reimbursable work request NAVCOMP 2275 must be on hand at the MCAGCC Comptroller prior to DSSC processing the BOM. If units desire direct cite of funds, contact the OIC, DSSC , DSN 957-5267.

(6) A letter will be furnished to the OIC, DSSC with the following:

(a) Name of exercise

(b) Dates of exercise

(c) Supply point of contact with DSN, FAX AND E-MAIL identification.

(d) Letter of authorization of who can inventory and pick up the BOM.
(See Appendix F).

(e) Letter of authorization listing who can pick up fuel credit cards and who can shop at Retail Store.

(7) Pick up dates will be Monday through Thursday from 0730 to 1500. Inventory dates will be prior during the same hours. Transportation is the responsibility of the exercise supply supporting element. Due to limited space all material will be transported to the training area and issued to elements from there.

(8) If cancellation of requisitions is desired the supply supporting element must request cancellation in writing. DSSC will submit the cancellation to the supply source. If the supply source cannot cancel the document the unit will be notified.

(9) The DSSC Bom Storage Section will receive, inspect and stage the material. The material will only be issued to authorized personnel.

(10) Updated status reports will be furnished to the requesting activity on a periodic basis or as required by unit.

(11) Turn in of excess material will be in accordance with Chapter 3 of this manual. Bulk fuel will not be accepted for turn.

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APPENDIX A

REQUEST FOR LOAD DELETE

TO BE ADDED LATER

DSSC SOP

APPENDIX B

FORMAT FOR REQUISITIONING CONTROLLED FORMS
(SAMPLE)

UNIT HEADING

4400
21/DSSC
DATE

From: Commanding Officer or Authorized Official
To: Storage Officer, Direct Support Stock Control

Subj: REQUEST FOR CONTROLLED FORM/S

Ref: (a) CCO P4400.2D

1. Per the reference, the below individual is authorized to pick up the controlled forms listed in paragraph 2.

<u>NAME</u>	<u>RANK</u>	<u>SOCIAL SECURITY NUMBER</u>	<u>SIGNATURE</u>
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2. The form/s requested are:

<u>STOCK NUMBER</u>	<u>U/I</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>
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s/ _____
Authorized Official

DSSC SOP

APPENDIX C

DSSC FUEL ISSUE TICKET

TO BE ADDED LATER

DSSC SOP

APPENDIX D

PERSONNEL AUTHORIZED TO APPROVE REQUISITIONS
(SAMPLE)

UNIT HEADING

4400
21/DSSC
DATE

From: (Commanding Officer or Authorized Official)
To: Officer in Charge, DSSC

Subj: PERSONNEL AUTHORIZED TO APPROVE REQUISITIONS

Ref: (a) CCO P4400.2D

1. Per the reference, the following personnel are authorized to sign requisitions
for RUC_____

NAME

SIGNATURE

PRIORITIES 3 and 7

PRIORITIES 9 and 14

s/_____
AUTHORIZED Official

DSSC SOP

APPENDIX E

1. INSTRUCTIONS FOR COMPLETING REQUISITION FORM:

SECTION A- COMPLETE ALL KNOWN INFORMATION

SECTION B- COMPLETE ALL KNOWN INFORMATION FOR LOCAL ITEM AND THE DESCRIPTION FOR EITHER SYSTEM OR LOCAL ITEM

SECTION C-

<u>ITEM</u>	<u>BLOCK</u>	<u>INSTRUCTIONS</u>
NSN/LSN	5-17	ENTER THE APPROPRIATE NSN/LSN IF KNOWN OTHERWISE LEAVE BLANK
QUANTITY	18-22	QUANTITY OF ITEM REQUIRED. ZERO LEFT FILL.
CUSTOMER'S AAC/RUC	23-28	ENTER YOUR RUC.
SSC	29	LEAVE BLANK.
DOCUMENT NUMBER	30-35	ENTER YOUR RUC/AAC/UIC.
	36-39	ENTER JULIAN DATE
	40-43	SERIAL NUMBER
DC	44	LEAVE BLANK
SSRIC	45-47	LEAVE BLANK
U/I	48-49	UNIT OF ISSUE ITEM
RDD	50-53	JULIAN DATE WHEN YOU NEED THE MATERIAL
ADV	56-57	ENTER ADVICE CODE IF KNOWN. OTHERWISE LEAVE BLANK.
UNIT PRICE ZERO LEFT FILL	58-63	UNIT COST OF ITEM IF KNOWN OR AN ESTIMATED COST.
SAC	64	LEAVE BLANK
MEC	65-66	LEAVE BLANK
JOB ORDER NUMBER	67-80	APPROPRIATE JON.

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APPENDIX F

PERSONNEL AUTHORIZED TO PICK UP FACILITIES MAINTENANCE EXERCISE BOM MATERIAL
(SAMPLE)

UNIT HEADING

4400
21/DSSC
DATE

From: (Authorized Official)
To: Officer-in-Charger, DSSC

Subj: PERSONNEL AUTHORIZED TO PICK UP MATERIAL

Ref: (a) CCO P4400.2E

1. Per the reference, the following personnel are authorized to pick up material
for _____.

NAME

RANK/GRADE

SIGNATURE

s/_____
(Authorized Official)